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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 15 April 1958

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report # 15, 9 - 15 April 1958

1. Summary:

1. Intelligence Orientation #20 opened on 14 April with an enrollment of 71 students.

2. The staff has completed a revision of the Basic Training Manual used in I.O.

2. Significant Items:

Nothing to report.

3. Other Activities:A. Intelligence Orientation

1. I.O. #20 opened on 14 April with an enrollment of 71 students. The Deputy Director of Training gave the opening address.

2. The staff has completed a revision of the Basic Manual. Changes and additions include the following:

a. [] paper summarizing the content of the National Security Council Intelligence Directives (NSCID's).

b. A current series of OO charts, with statistical summaries of the activities of FDD [] and Contacts Division.

c. A new cover sheet with an imprint of the OTR seal, and a revised table of contents.

d. Revisions of the DD/S Regulation *dealing w/*.

1) Comm. Staff
2) Compt.
3) Security

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3. [] has completed a revision of the instructors' outline for the seminar on CIA organization. The revisions of the first two outlines on Introduction to Intelligence and the IAC are being used in the present course.

B. Exhibits.

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[] has arranged for revisions of the OBI, ONE, and OCI exhibits - as some of the material now being presented by those offices does not reflect present functions.

C. Miscellaneous Items

1. A CIA seal has been obtained and installed in the Auditorium.

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2. [] has arranged for the refinishing of 116 small tables and 5 large tables in the Auditorium - to be done during the month of July.

4. Personnel Notes:

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A. [] completed the Effective Speaking course on 14 April. For his final briefing, he presented a talk on "The Development and Organization of the Central Intelligence Agency."

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B. [] has completed an orientation tour in the Office of Logistics, arranged through the O/L Training Officer. This is one of a series of programs in which [] is engaging in conjunction with his Career Development Program.

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